



Position Description - draft

Title: First Aid Officer

About: Responsible for all Club first aid equipment.

Reports to: Club Captain

Responsibilities:

- Maintain all Club First Aid and resuscitation equipment in a state of readiness.
- Replace as needed supplies of equipment including oxygen and resuscitation materials.
- Maintain First Aid room in a state of readiness for immediate use.
- Undertake any agreed task assigned by the President or the Management Committee.
- Undertake any agreed task assigned by the Club Captain or the Lifesaving Committee.
- Be prepared to attend as far as possible, all Life Saving Committee meetings of the Club.
- Prepare an annual report.

Committees:

- Be a member of the Life Saving Committee

Qualifications:

- Be a member of Whale Beach Surf Life Saving Club Inc.
- Hold a current first-aid certificate.

Skills:

- Ability to work unsupervised and be self-motivated.
- Ability to communicate clearly.

Date: 7 July 2016